



Welcome to the 2D Sig.BDE Censet

The Student Guide

- ◆ **The Student Guide that has been provided will be used during multiple course offerings.**
- ◆ **Subsequently, Please Do Not write notes or mark up the guide.**

Course Agenda

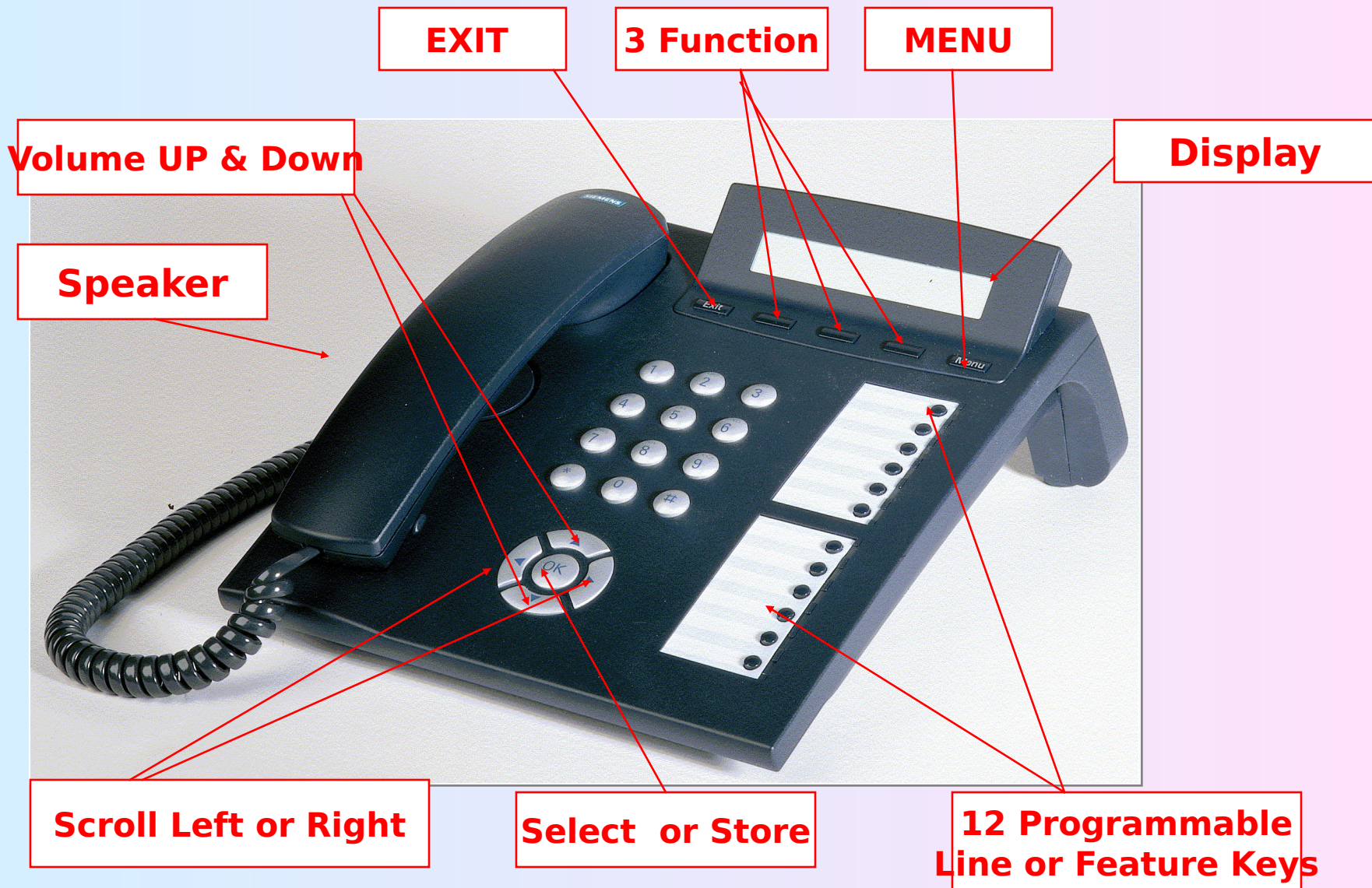
- ◆ **The Censet Users course is divided into the two topics**
 - **Censet Overview**
 - **Feature Function and Operation**

Moving the Censet

If you move the Censet
to another line the
Phone will not work

This function is reserved
for technicians

Siemens Censet



Basic Censet with Key Expansion Units

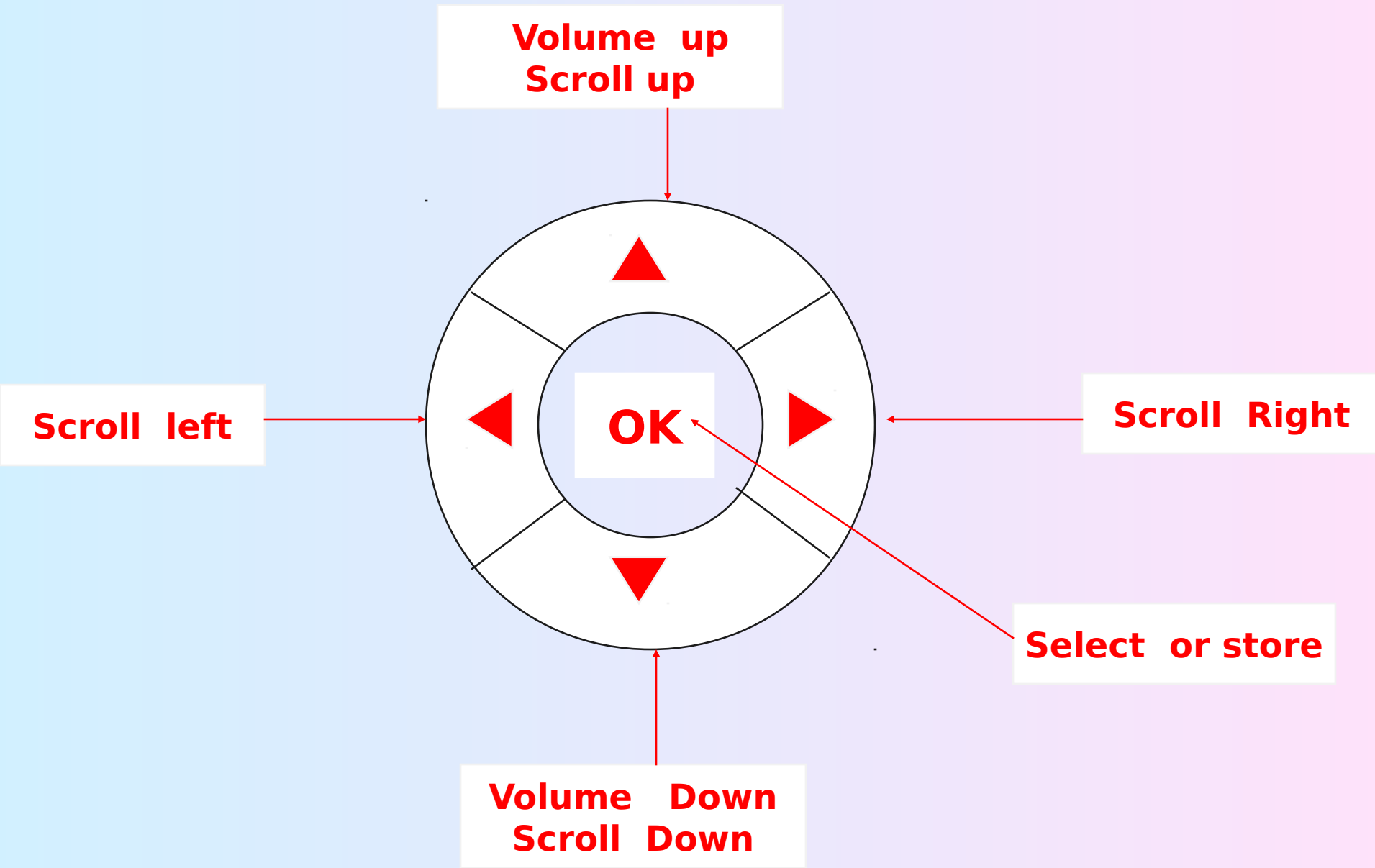
Basic Censet

**Key Expansion Unit 1 to
(Most users will have
one expansion unit)**

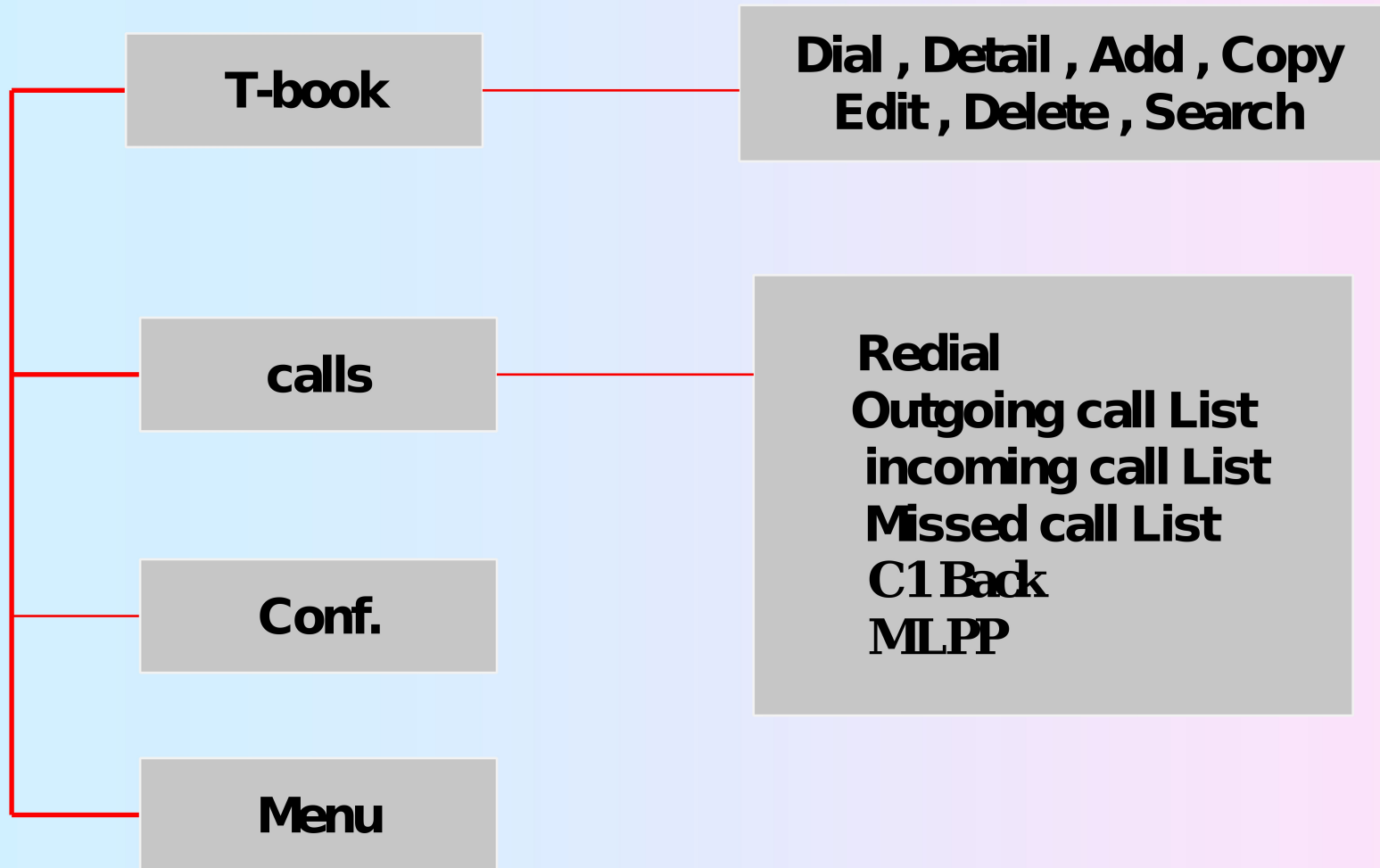


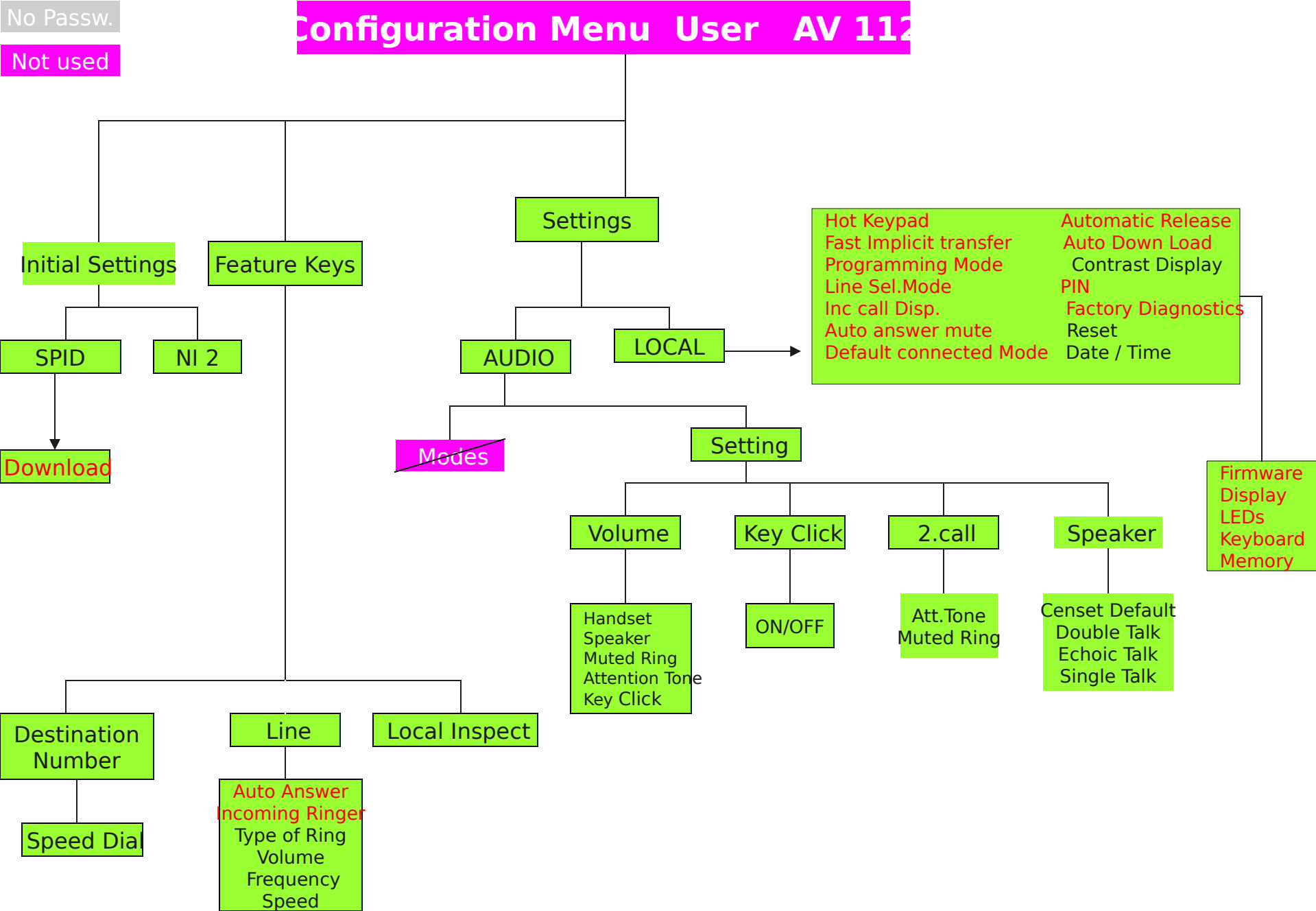
**1 Expansion Unit provides 24
additional**

The Multi - Function Key

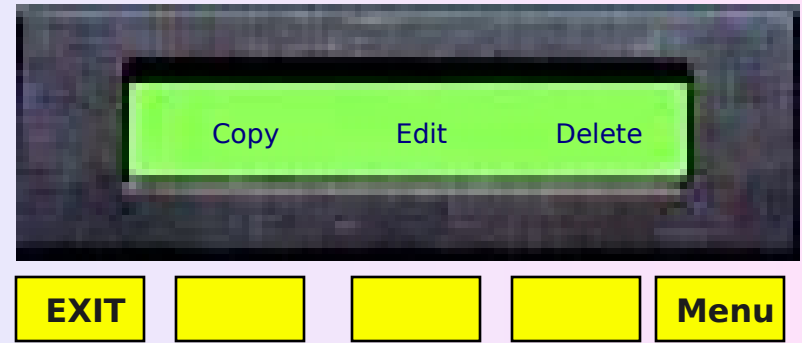
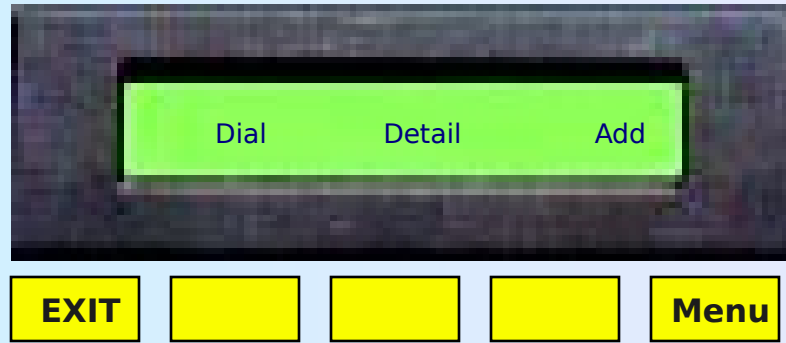


Menu Tree



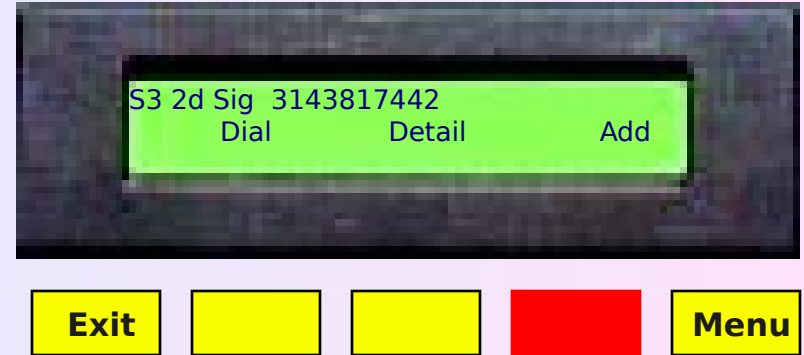
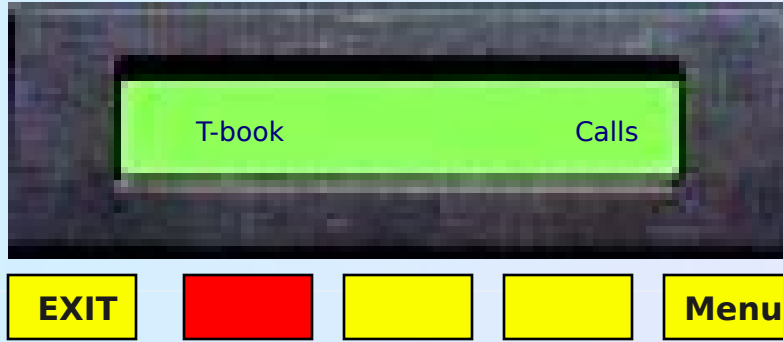


Telephone book options



- ◆ **“Dial”** Key to Dial selected Phone number
- ◆ **“Detail”** Key to Display the INFO on a Phone number
- ◆ **“Add”** Key to add a new entry
- ◆ **“Copy”** Key to copy a entry
- ◆ **“Edit”** Key to change or add new Info to a entry
- ◆ **“Delete”** Key to Delete a entry
- ◆ **“Search”** Key to Searching for a name by Phone #

Telephone book





- ◆ **Add a new entry**
- ◆ **Press the "T-book" Key**
- ◆ **Press the "Add" Key**
- ◆ **Enter the Name (use the dial pad)**
- ◆ **Press the "OK" Key**
- ◆ **Enter the Phone Number**
- ◆ **Press the "OK" Key**
- ◆ **Enter Text (Unit or Address)**
- ◆ **Press the "OK" Key for complete and save the entry**

Telephone book

- ◆ **Searching for an entry by name**
 - ◆ **Press the "T-book" Key**
 - ◆ **Enter the name or letters**
 - ◆ **Press the "OK" Key**
- ◆ **Searching for an entry by Phone number**
 - ◆ **Press the "T-book" Key**
 - ◆ **Scroll right to see search**
 - ◆ **Press the "Search" Key**
 - ◆ **Enter the Phone number**
 - ◆ **Press the "OK" Key**

Telephone book

- ◆ **Placing calls from the T-book**
- ◆ **Press the “T-book” Key**
- ◆ **Select a Phone number by using “search” or**
 **and**  **“down” Key**
- ◆ **Press the “Dial” Key**

Change Contrast on Display

- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Local Key**
- ◆ **Scroll down to “Contrast of Display”** **Press OK**
- ◆ **Scroll left or right for change Contrast** **Press OK**
- ◆ **Press the Menu Key twice**

Reset the Phone or Phonebook

- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Local Key**
- ◆ **Scroll down to “Reset”** **Press**
OK
- ◆ **To reset the Phone** **Press**
OK
- ◆ **Scroll to “Reset Phonebook”**
- ◆ **TO reset the Phonebook** **Press**
OK
- ◆ **Press “ Yes” or “No”**
- ◆ **Press the Menu Key twice**




Change Date and Time

- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Local Key**
- ◆ **Scroll down to Date/Time** **Press**
OK
- ◆ **Enter Date: MM DD YY and Time HH:MM** **Press**
OK
- ◆ **Press the Menu Key twice**

User Controlled Audio Settings

- ◆ **User controlled Audio Settings**
 - **Speaker Volume**
 - **Handset Volume**
- ◆ **Adjust the volume with**
 - ◆ **or - keys**

User Controlled Audio Settings

- ◆ Adjust the Volume (Handset, Speaker, Muted Ring, Attention Tone, Key Click)
- ◆ Press the Menu Key
- ◆ Press the Setting Key
- ◆ Press the Audio Key
- ◆ Press the Setting Key
- ◆ Press the Volume Key 
- ◆ Scroll to the Required Choice  
Press OK
- ◆ Adjust the volume with the or Keys
- ◆ Press OK to maintain the setting
- ◆ Press the Menu Key twice

Turn Key Click on or off

- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Audio Key**
- ◆ **Press the Setting Key**
- ◆ **Press the KeyCLK Key**
- ◆ **Press the Disabled / Enabled Key** **Press**
OK
- ◆ **Press the Menu Key twice**

2.Call change Muted ring to Attention Tone

- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Audio Key**
- ◆ **Press the Setting Key**
- ◆ **Press the 2.call Key**
- ◆ **Scroll to Attent. Tone or Muted Ring**
Press OK
- ◆ **Press the Menu Key twice**







Change the Speaker Setup

- ◆ **Press the Menu Key**
- ◆ **Press the Setting Key**
- ◆ **Press the Audio Key**
- ◆ **Press the Setting Key**
- ◆ **Scroll right and press Speaker Key**
- ◆ **Scroll to the Selected Choice** **Press OK**
- ◆ **Press the Menu Key twice**

Program Speed Dial Key

- ◆ **Press the Menu Key !**
- ◆ **Press the F-Key (see Destination Number)**
- ◆ **Press a free Function Key (see Speed Dial)**
- ◆ **Press OK**
- ◆ **Enter the Phone # (XXX-XXXX)**
- ◆ **Press OK**
- ◆ **Press the Menu Key twice**

Change the Ringer Settings

- ◆ Adjust the Type ,Volume, Frequency or Speed of Ringer
- ◆ Press the Menu Key
- ◆ Press the F-Key
- ◆ Scroll to Line Key Press OK
- ◆ Press Line Key # 1 or #2 Press
OK
- ◆ See: the select Phone # Press
OK
- ◆ See: Enter local Pin Press
OK
- ◆ See: Auto Answer Disabled Press OK
- ◆ See: Incoming ringer Enabled Press OK
- ◆ See: Type of Ring Tone / Melody Press OK
- ◆ Adjust the volume with the  or  Keys Press OK
- ◆ Adjust the Frequency with the  or  Keys Press OK
- ◆ Adjust the Speed use with  or  Keys Press OK
- ◆ Press the Menu Key twice

Change the Ringer from Tone to Melody

- ◆ Press the Menu Key
- ◆ Press the F-Key
- ◆ Scroll to Line Key Press OK
- ◆ Press Line Key # 1 or #2 Press OK
- ◆ See: the select Phone # Press OK
- ◆ See: Enter local Pin Press OK
- ◆ See: Auto Answer Disabled Press OK
- ◆ See: Incoming ringer Enabled Press OK
- ◆ See: Type of Ring Tone, Press the Tone Key Press OK
- ◆ Adjust the volume with the or Keys Press OK
- ◆ Adjust the Frequency with the or Keys Press OK
- ◆ Adjust the Speed use the or Keys Press OK
- ◆ Press the Menu Key twice

Review of all Phone Keys

- ◆ **Press the Menu Key**
- ◆ **Press the F-Key**
- ◆ **Scroll to Local Inspect** **Press OK**
- ◆ **Ensure Inspection is "on "**
- ◆ **Press all Keys you will see all "Key functions"**
- ◆ **Press the Menu Key twice**

Mute

- ◆ **To activate Mute**
- ◆ **Press the “Mute” feature Key or press the “OK” Key**
- ◆ **to deactivate Mute**
- ◆ **Press the “Mute” feature Key again or press the “OK” Key again**

Making or Answering a Call

◆ Answering a call

- Lift handset
- Lift handset and select the line key
- Press speaker key
- Press incoming line key
- Press the Accept key

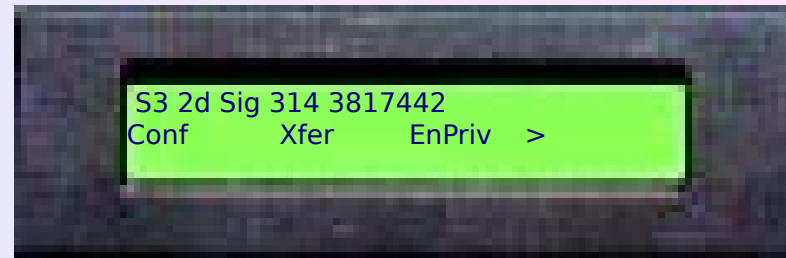
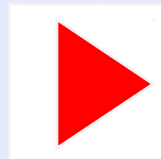
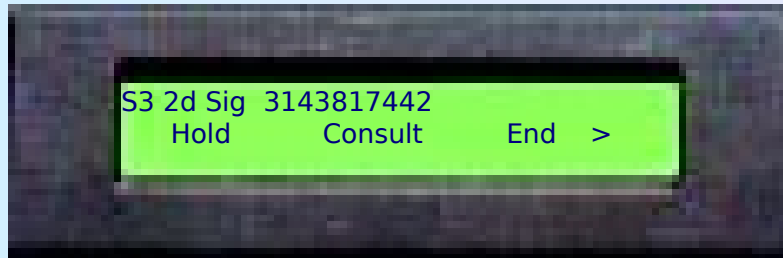
◆ Making a call

- ✓ Lift the handset & dial
- ✓ Press speaker key & dial
- ✓ Press idle line key & dial
- ✓ Dial desired number &
 - ✓ Lift handset or
 - ✓ Press speaker key or
 - ✓ Press idle line key or
 - ✓ Press dial key

Last Number Redial

- ◆ **Your phone will always maintain the last number dialed .**
- ◆ **To use the Feature**
- ◆ **Press the calls Key**
- ◆ **Press the Redial key**

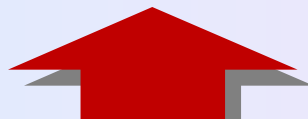
While on a call



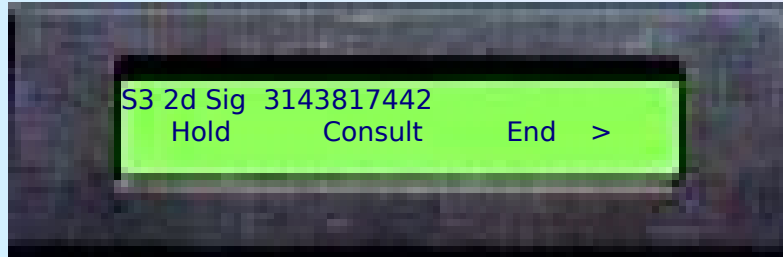
EXIT



MENU



Consultation call



◆ Press the “Consult”
Key

◆ Dial the Phone #
to End the Consultation
Call

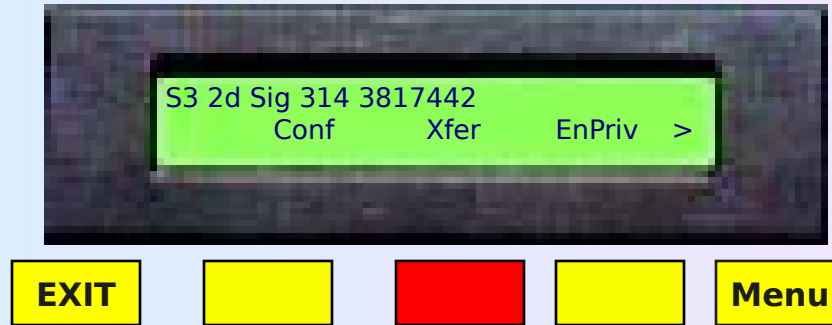
◆ Press the “End “ and
the
“Retrv” Key

◆ You will be
reconnected

Privacy

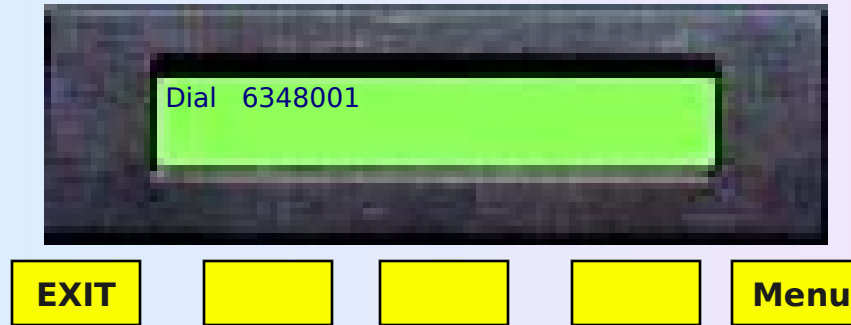
- ◆ **Allows a call to be private when the DN is shared by more than one user**
- ◆ **Privacy is assigned to the Function keys**
- ◆ **Privacy can be activated or deactivated**
- ◆ **Activate Privacy :Scroll right to see EnPriv**
- ◆ **Press the “ EnPriv “ Key**
- ◆ **Disable Privacy :Scroll right to see DisPriv**
- ◆ **Press the “ DisPriv “ Key**
 - **Privacy must be “OFF” to:**
 - **Allow another user to pick up the same line on another phone**

Call Transfer



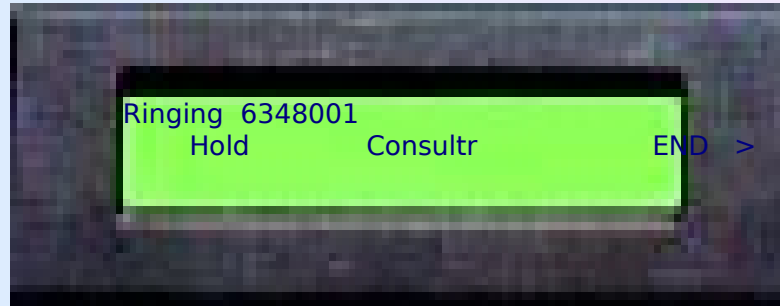
- ◆ **Press “Transfer” key**
Auto holds first call
Censet will select free
Line or
- ◆ **Scroll right to see Xfer**
- ◆ **Press the Xfer Key**

Call Transfer



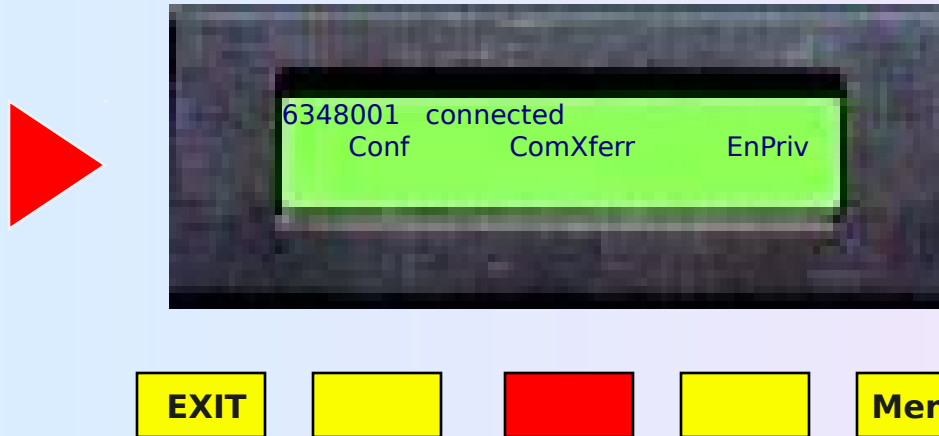
- ◆ **Receive “ Dial “
in the Display**
- ◆ **Dial desired Number**

Call Transfer



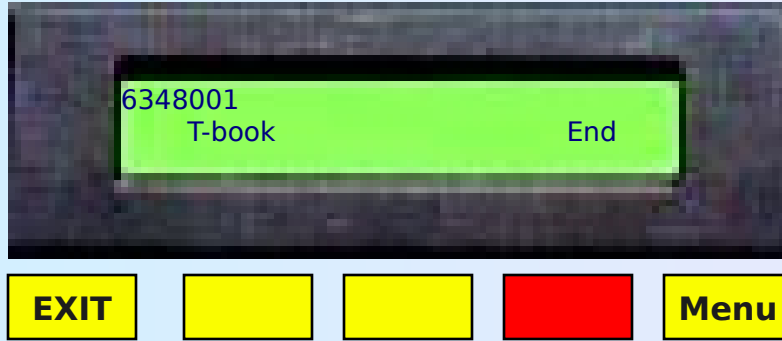
- ◆ **Receive “Ringing “
and the Phone #
in Display**

Call Transfer



- ◆ **After answered announce the Transfer - then**
- ◆ **Complete the transfer**
- ◆ **Replace the Handset or**
- ◆ **press the “ Transfer “ Key again or**
- ◆ **Scroll right and press the “ComXfer “ Key**

Backing Out of Transfer

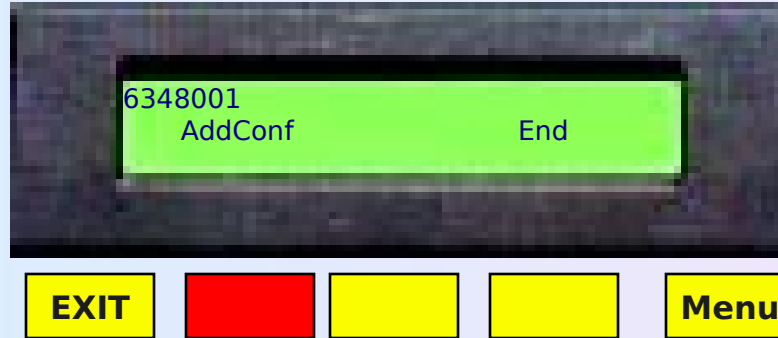


- ◆ Press the “ End ” Key
- ◆ Press the “ Retriv ” Key
- ◆ You will be reconnected to
- ◆ the original caller

3 Party Conference

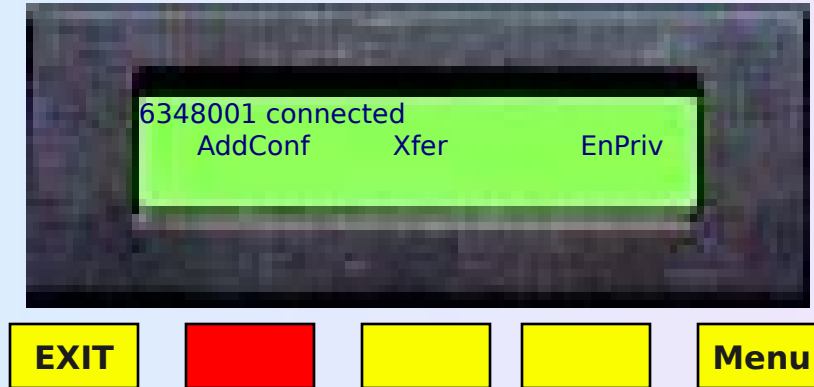
- ◆ **Conferencing can be initiated on:**
 - One Incoming and One Outgoing Call
 - Two Incoming Calls
 - Two Outgoing Calls
- ◆ **Requires**
 - At least one available line key
- ◆ **Option once conferenced**
 - Drop Last Party and is available on:
 - Function Key or
 - A Feature Key

3 Party Conference



- ◆ **While on the first call**
 - Press “Conference” feature key or scroll right
 - and press the “Conf” Function Key
 - The Censet will put the active call on hold automatically
- ◆ **Dial second party**

3 Party Conference



- ◆ **To complete the conference:**
- ◆ **Press the “Conference” feature key again or**
 - **Scroll right and press the “ AddConf ” Key**

Backing Out of Conference

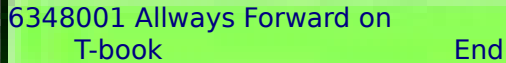
- ◆ **Backing out of a conference is the same procedure as backing out of transfer**
- ◆ **Press the “End” Key and the “Retrv” Key**
- ◆ **You will be reconnected to the original caller**

Call Forwarding

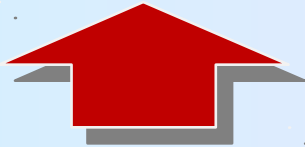
- ◆ **Forwards calls to another telephone**
- ◆ **Call Forwarding is phone number specific**
 - Call Forwarding is assigned to **your** primary number
- ◆ **Call forwarding is assigned to a feature button**
- ◆ **The same feature button key will deactivate the Call forwarding feature**

- ◆ **Call Forwarding All ways (ACT-131) (DACT-132)**
 - The LED on the Censet will be on
- ◆ **Call Forwarding Do Not Answer (ACT-135) (DACT-136)**
 - The LED on the Censet will not be visible
- ◆ **Call Forwarding Busy Line (ACT-138) (DACT-139)**
 - The LED on the Censet will not be visible

Activate Call Forwarding



6348001 Allways Forward on
T-book End



- ◆ **Depress your primary line key -
you will hear dial tone**
- ◆ **Press the Call Forward Key
you will hear confirmation
tone**
- ◆ **Dial the number where this
line will be forwarded**
- ◆ **Announce the forwarding
when
the call is answered**
- ◆ **The Call Forward LED will be
on**

Deactivating Call Forwarding

- ◆ **Depress the Call FWD feature Key button**
- ◆ **A “Forwarding Off” message will be displayed momentarily**
- ◆ **The LED will be turned off**

Call Pick-Up

- ◆ **Call Pick-Up is initiated using a feature access code**
- ◆ **To activate when another line is ringing**
 - **Lift receiver**
 - **Dial 10**
- ◆ **Call Pick-Up can only be used with a number that is assigned to your Call Pick-Up Group**

Automatic Callback

- **Allows the user to have the system return a call placed to a busy line**
- **When a line is busy**
 - **Hang-up**
 - **Go off hook (use the same DN)**
 - **Dial the access code 161**
 - **Wait for the instructions**
- **The system will monitor the line for 30 minutes. When available you will receive a special ringing.**

Malicious Call Trace - Button

- **Traces the properties of an incoming inappropriate or harassing call**
- **Hang-Up then pick-up the same line number depress the Malicious (Trace-ID) button or dial 12, follow the instructions**
- **A copy of the trace is received at the Digital Central Office system**

Intercom Calling

- ◆ **Allows the user to call selected stations sharing a specific Intercom group**
- ◆ **NOT ALL USERS HAVE AN INTERCOM**
- ◆ **The Intercom **can not** be used for:**
 - Conferencing
 - Call transfers
 - Dialing outside destinations
- ◆ **The Intercom can be conditioned as:**
 - A direct station select function or
 - Dialing a selected Intercom user
- ◆ **The Intercom is only assigned to a feature button**

Intercom Calling

- ◆ **How to use the Intercom feature**
 - **Direct station select**
 - **Depress the Intercom feature button**
 - **Dialing a selected Intercom user**
 - **Depress the Intercom Feature button and dial the Intercom station number**

Incoming Precedence Calls

An Incoming Precedence Call will:

- Be available to all users of the Line Keys
- Provide a special ring
- Display the Precedence of the call in the display window
- Flash on calls: PSSTT
- Flash calls: Flash
- Interruptible calls: IMM
- Priority calls: PTTT

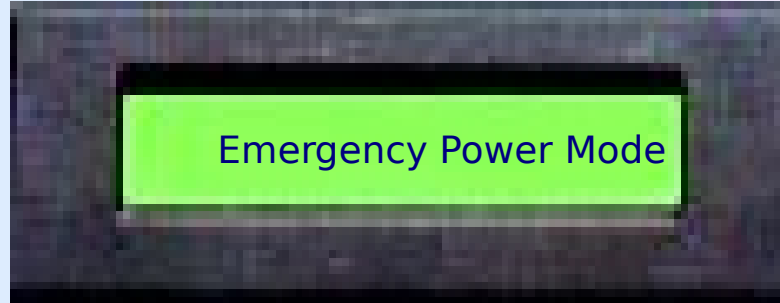
Outgoing Precedence Calls

- ◆ **Scroll right to see MLPP**
- ◆ **Press the “MLPP” Function Key and dial the complete Phone #**

The call will have the authorized Precedence

Emergency Power Mode

- ◆ **Local power failure you will see**



- ◆ **The Censet will only have reduced functions:**
 - ◆ **Handset only - no speaker operations**
 - ◆ **Loss of volume control**
- ◆ **The Censet will remain in this mode until normal power has been restored**

Character assignment on the Dial Pad

◆	1	"Space"	, . " ' : ;
◆	2	A B C	a b c
◆	3	D E F	d e f
◆	4	G H I	g h i
◆	5	J K L	j k l
◆	6	M N O	m n o
◆	7	P Q R S	p q r s
◆	8	T U V	t u v
◆	9	W X Y Z	w x y z
◆	0	? ! - @ \$	
◆	*	* + - / = ^ % &	
◆	#	() [] < > { }	